



Workshop concept

SEE U partnership

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Background of the project

Digital tools have become an indispensable part of our everyday lives. They make it possible to keep in touch and open up new ways of communication. They help us organise our daily lives and bring art, culture and society into our homes. They also simplify many processes, such as dealing with the administration or with service providers. Digital participation can contribute significantly to maintaining quality of life and independence in old age. In the pandemic, it became very clear that technology can reduce social isolation and make it easier for us to stay in touch with family and friends - but learning, sports and other activities are also possible online.

Digital literacy is a key skill of our time. Older people at risk of digital exclusion are also at risk of social disconnection. The digital divide threatens their opportunities for participation - their ability to access services, find information, participate in public discourse, stay in touch with others, etc. For this reason, the digital divide must be closed or at least narrowed.

The best way to learn how to use digital technologies is to use them for tasks that are relevant and meaningful to us. In SEE U, older people explore their neighbourhoods with the help of digital tools. They develop and carry out app-based walks in their living environments. The SEE U project teams support older learners in this developmental process and facilitate their use of a variety of digital devices and tools that are helpful/necessary for this process.

The workshops: approach and process

Approach

The learning environments are open, flexible and inspiring. Each learner participates according to their own interests and possibilities. Peer learning is encouraged, so the value of the walks is tested together with older people and are made sustainably accessible to others. The workshops follow a flexible approach based on the experiences, needs and interests of older people. We would like to offer a low-threshold workshop concept that enables participants to actively participate in different phases of tour development. The participants can take part in the workshop modules according to their interests and previous experience. Depending on the context and rhythm of the group, the workshop modules can take place linearly or simultaneously.

The workshops are co-created together with older learners who are interested in:

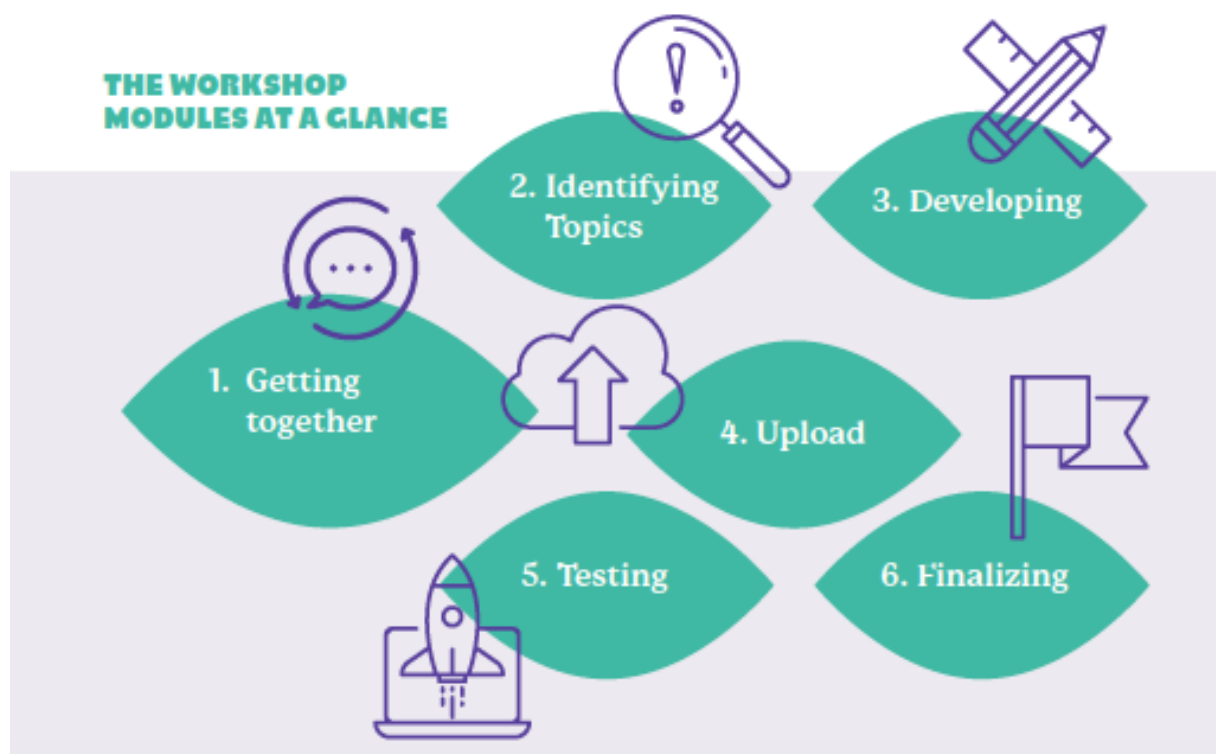
- developing walks and tours based on their common interests,
- exploring their neighbourhoods together with others,
- dealing with digital means and (new) tools,
- learning something new and helping their peers to learn,
- taking part in the tours and testing them, and
- providing guided tours for other older citizens.

The SEE U workshops aim to:

- make older women and men want to get to grips with digital tools, explore new tools and try them out,
- to connect as much as possible with the participants' lifeworld in order to develop walks according to (thematic) interests,
- different methods are tested to translate digital tools into the analogue world and vice versa to make them tangible for the target group.

Process

Our low-threshold workshop concept enables participants and allows them to enter the tour development process at any stage. They are invited to participate as actively as they wish with their individual contributions. The workshop concept is modular, and the participants can take part in the modules according to their interests and experiences. The modules are not necessarily provided in linear order. Depending on the context, the profile of the learners and the group dynamics, the modules can be sequenced differently or may even be simultaneous. The workshops can be organised and carried out with groups of 2–10 people, the number of workshop dates may vary according to the needs and rhythm of the respective group.



1. Getting together

Aims:

In this module participants get to know each other and the project. Using different methods, the participants are encouraged to bring themselves and their interests and expertise into the

project. SEE U should be presented to the participants with a tangible and low-threshold approach, e.g. prepare a small test-tour in the nearby surroundings (can be indoor or outdoor depending on contexts).

Possible Methods / Formats:

Warm-Up methods: Who is here today? What brings you here today?

- **"The Shoe":** Each participants gets a template showing of a shoe (see annex 1) containing the following questions: e.g. shoe size, name, hobbies/interests, What brought me here today? Why the project seems interesting to me? Based on their shoe, participants are introducing themselves.
- **Pictures of doors:** Based on a collection of doors, participants make their choice and explain, why they have chosen a certain door and which doors the project should open for them.. (see annex 2).

Presentation of the SEE U project:

- Bring along the printed puzzle pieces of the workshop to showcase and make tangible: What is needed to develop a tour?
- Make the project tangible: show an 'example tour' (analog version or digital on a laptop, tablet or video projector). The SEE U partnership has developed for instance a location-independent "tour" through the SEE U project. The QR code to start the tour and some screenshots are available in the annex 3.

2. Identifying topics

Aims:

In this module, topics for potential tours that are interesting and exciting for participants are discussed and further developed together. Different methods are used to encourage the participants to bring in their ideas for tours and to discuss them with the group. In the course of the discussion, for example, a storage of topics can be created, which can be useful to get back to in further meetings.

Possible Methods / Formats:

What can the tour be about? What do we (as a group) find interesting?

Different formats & activities to select and discuss topics

- Story-telling cafès to discuss topics of interest
- Groups that already works on specific topics or follow a specific aim: e.g. Mobility Scouts in Vienna or study groups in Ljubljana, or a special themed week on sustainability

Where can a tour take us?

- oftentimes good to use large printed maps of the neighbourhood/ the city
- jointly look at the Tour and see where it can take you
- discuss with the group: What is feasible and enjoyable to walk? (possibly not very long stretches between the stops/tasks; are there resting places / public toilets on the way, not more than app. 2 hours, etc.)

3. Developing

Aims:

In this module, the participants are presented with different possibilities to compose a tour with information, quiz elements. Participants get to experience and try different opportunities, to then discuss together which elements would be exciting for the respective tour.

Possible Methods / Formats:

Which tasks and quiz elements can we integrate into the tour? What kind of information about the tour do we want to provide?

Prepare different formats and ways to show different opportunities for quiz elements:

- Print and show elements from existing Actionbound Tours. Please follow the Actionbound startguide to install the Actionbound App (see <https://en.actionbound.com/get-started?setlang>)
- Bring along printed quiz elements from newspapers/magazines, crossword puzzles from the “analogue world”

4. Uploading

Aims:

In this module, the elements of the tour that have been worked out in analogue form so far are uploaded in the Actionbound App. Depending on the interests and knowledge of the group, this can be done with individual participants or with the support and guidance of the project team.

Possible Methods / Formats:

Transfer the elements of the tour into Actionbound

- jointly with participants, alone or trainers prepare tasks in advance (→ keep flexible according to experiences & interests of participants)
- Different scenarios to digitalize elements of the tour are possible:
 - Together with participants on site
 - One-on-one setting
 - Trainers upload the tour and then click through with participants

Please find a step-by-step guide in the annex 4.

5. Testing

Aims:

In this module, the digital tours are tested by the group or individual tour developers and then discussed. Feedback on the tours will be collected and discussed using different methods.

Possible Methods / Formats:

Test the developed tour together in a group or alone

Focus on e.g.: How did you like the tour, Is the route /way feasible walking distance? What is your feedback / Would you recommend the tour to others? What can be improved?

- Various format(s) of feedback possible: personal feedback, discussion table, feedback questionnaire, ...
- Participants are on route with a Smartphone, or Tablet and/or analogue version (printable PDF)

Please find a checklist for preparing a guided test tour in the annex 5.

6. Finalising

Aims:

After the testing of the tour, ideas for improvements and changes are incorporated into the existing tour to finalize it. To finalize the tour development, one can either organize a joint walk-through of the tour with the group or individual participants and/or offer a virtual tour of the tour.

Possible Methods / Formats:

'Closing' of the tour development. Different scenarios possible:

- if feasible, organize a joint tour with the group with Smartphones, Tablets and/or printed versions
- or alternatively, offer the tour 'indoors' on a laptop or video projector
- provide the group / organization with links and QR code for the digital tour and printed version of the analog tour

Name:

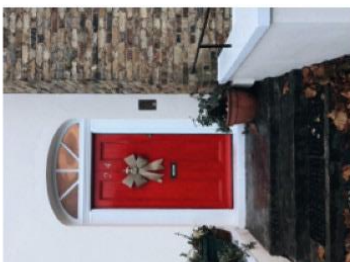
Favourite Hobby:

Shoe size:

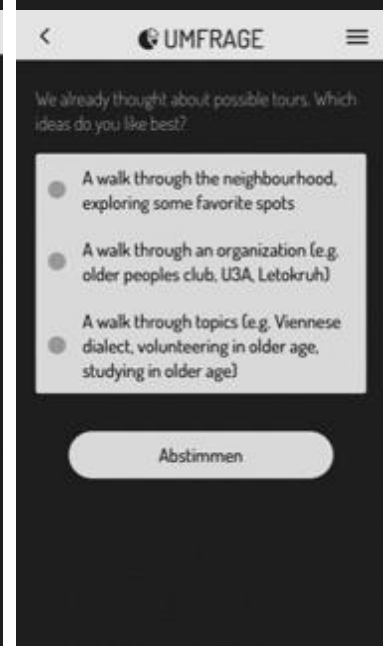
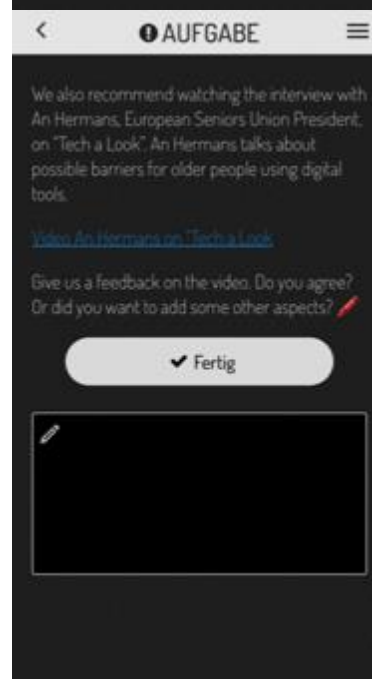
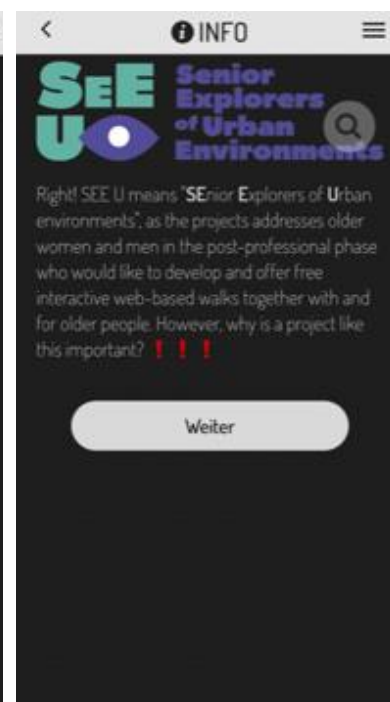
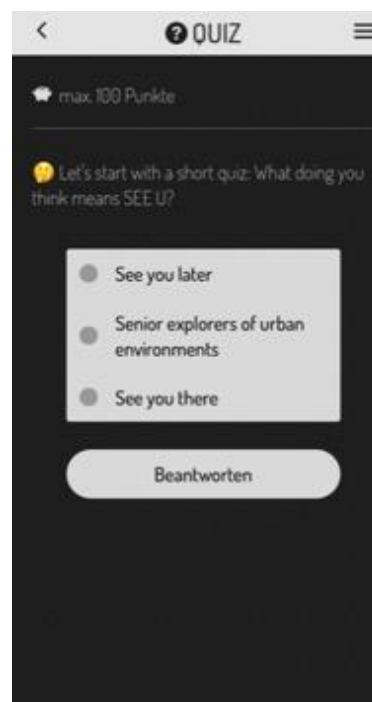
What do I find particularly interesting about the project and the topic?

Why am I here today? the project?

Annex 2: Collection of doors



Annex 3: Example of tour through the SEE U project





Step-by-step-guide for developing interactive walks

Developing a walk

1. Finding an idea

Think about: What do I want to show others? What do I want to inform about? Are you focusing on a specific place or theme, or do you want to cover different places and themes? Will it be a walking tour, or do you want to create a tour of a topic that is location-independent and can also be discovered from home?

2. Choosing locations and themes

Ask yourself:

- Where will the tour take place? How long is the tour?
- Which places do I want to have as stops in the tour?
- Which places are close to each other, and do they fit into the tour?

Tips:

- It is better to start small and make sure that the tour is not too long. This could scare off interested people.
- Choose fewer places but offer several tasks or information at the same time.

3. Collecting and developing contents

Think about information and tasks that fit the place or the respective topic. Specialist literature or reliable sites on the internet can be very helpful for this. You will later create the tour with the Actionbound app and prepare it for use on tablets and smartphones. It is therefore helpful to know at this point which elements can be integrated into the tour as so-called "stages". However, we will explain the actual handling in the chapter *Creating a tour in Actionbound*.

Possible elements / "stages" in the Actionbound Bound-Creator:

- **Information:** This is a text page without a work assignment. As with other sections, you can include text, pictures, videos, audio or links.
- **Quiz:** You can insert questions and have them answered in different modes (e.g. multiple choice, solution input, list sorting, guessing).
- **Mission:** This allows you to invite players to get creative themselves by creating and uploading photos, videos, audios or texts.
- **Find spot:** You can also add GPS coordinates to which the players have to find their way.
- **Scan code:** You can also work with QR codes. Either by creating one yourself or by using an existing QR code directly at the station.
- **Survey:** You can get a picture of the players' mood by creating a survey.
- **Tournament:** This element is a mini-game within the group doing the tour together. Players can compete against each other.

To get an idea of how the elements can be used concretely, take a look at already existing tours. As an example, we added the SEE U project tour for you. If you have the Actionbound app on your smartphone or tablet (-> see instructions for installing the Actionbound app on your mobile phone or tablet), you can access the tour directly via the QR codes:

Tour: SEE U: SEenior Explorers of Urban environments
This tour gives you an overview on our SEE U project and can be played location-independently.



Creating a tour in Actionbound

Wenn Sie nun Ideen für eine Tour und mögliche Tour-Elemente gesammelt und diese eventuell auf Papier gebracht haben, können Sie diese direkt in Actionbound eingeben. Dafür benötigen Sie einen Actionbound-Account.

1. Sign up

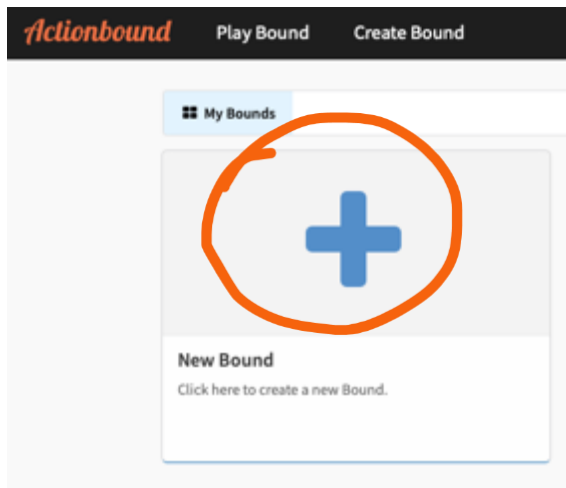
For developing and creating a tour in the App Actionbound you need an account with your email address and password. It is quite simple to sign up at the Actionbound website (<https://en.actionbound.com>).



Actionbound is free of charge for personal use.

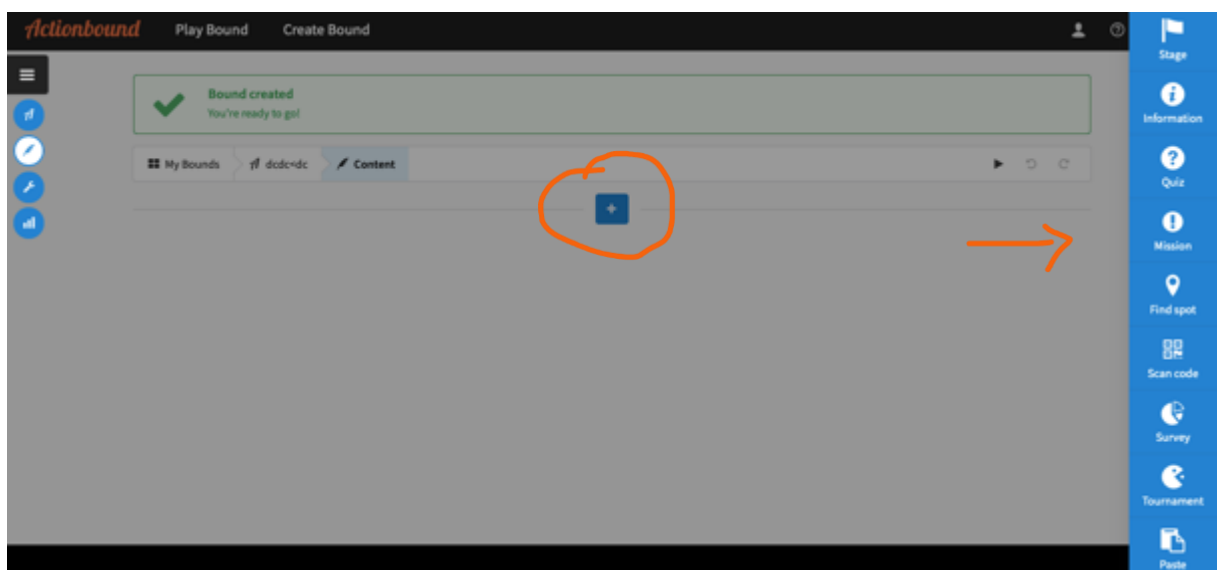
2. Creating a tour in the bound creator

Once you have registered, log in to the Actionbound website. You will be taken directly to the Bound Creator and can create your own bound by clicking on the big blue cross.



You can specify the basic characteristics (e.g. title, play mode, sequences of stages) here. You can make changes later.

Then you can already start. By clicking on the cross, you can select and add the different elements (stages). You will find the available elements on the right side of the screen.



You can also look up the initial steps to get familiar with the Actionbound App and how to quickly create your own tour/bound with the our easy-to-use Bound Creator in the beginner's cours. Furthermore you will get to know the various game-elements and how to use them:

https://youtu.be/t_sQkCCjm8c

The Actionbound Bound Creator is basically user-friendly and clear. With a little practice, you should be able to enter your ideas for the tour. However, so that you feel safe from the start, here is some information:

- All elements can be combined in any way.
- The order can be changed at any time.
- Nothing is set in stone: you can also change wording, images, etc. at any time.
- Every change is immediately saved on the Actionbound server, but can be undone with a click.

We know from our own experience that the best thing to do is to just get started and explore the various possibilities Actionbound has to offer. You will find a brief explanation of all the elements below. There is also a video tutorial, which explains how you can use all game-elements (stages):

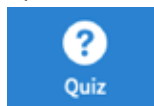
<https://youtu.be/kXVcRs88zYo>

- **Information**



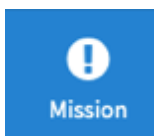
With the "Information" element you can, for example, provide information at the beginning about the background of the tour or provide interesting links, videos or audio files.

- **Quiz**



With quizzes you can test your players' knowledge and make sure they learn something new. Actionbound has four answer options for quizzes: solution entry, multiple choice, guess the number, sort the list. You can set how many attempts the players have to answer your quiz. You can also give hints: These appear if the question is answered incorrectly. For multiple choice questions, you should think of wrong answers under which the correct answer is hidden. This is especially fun! Please note: Quiz questions with solution input can be difficult for players if the solution must be entered without errors.

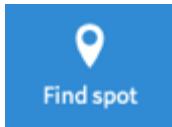
- **Mission**



There are no right or wrong answers in these tasks. The solution is creative implementation with photos, videos, audio recordings or text. Your imagination is really called for!

Note: You must decide on an answer option when creating the decide. Therefore, think about the best way to solve each task. Are photos or a video suitable, or is it more appropriate to ask the players to make an audio recording or a text?

- **Find spot**



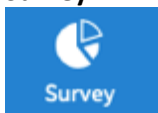
You can leave a GPS point at a location that the players then have to find. They need mobile phones or tablets with GPS function. "Finding a place can be combined well with other tasks. Once the players have found the place, you can give them more tasks there.

Scan code



You can also ask players to find a code and scan it (e.g. for getting further information or next tasks).

- **Survey**



With surveys you can find out what the players thought of the bound/tour.

- **Tournament**



This element is a kind of mini game within the group doing the tour. Players play against each other.

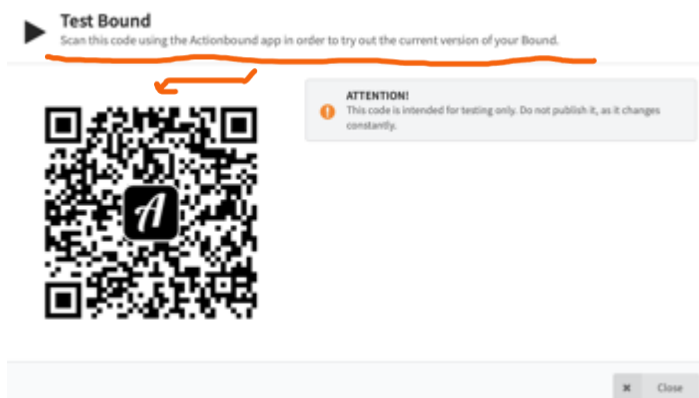
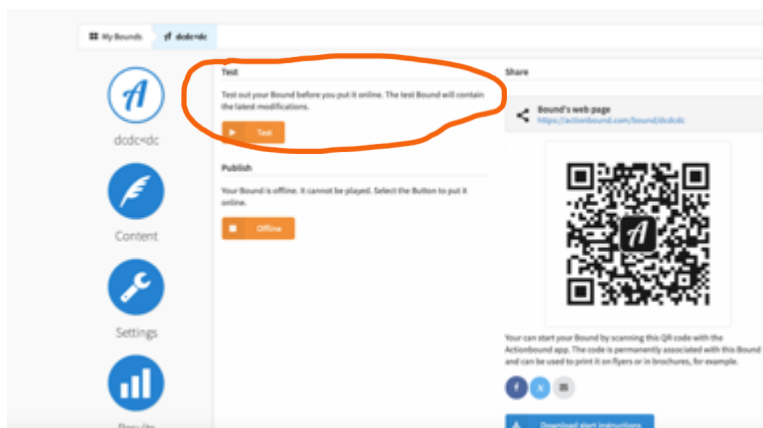
Further tips

We hope that we have summarised the most important information for you in this step-by-step guide. However, if you would like to know some things in more detail or would like to see more examples, materials or ideas for creating tours, we recommend the

- Actionbound video tutorials: <https://en.actionbound.com/videotutorials>
- Actionbound-forum: <https://forum.actionbound.com/c/english-support/10>
- Actionbound beginner's courses: dates are published here: <https://en.actionbound.com/academy#workshops>

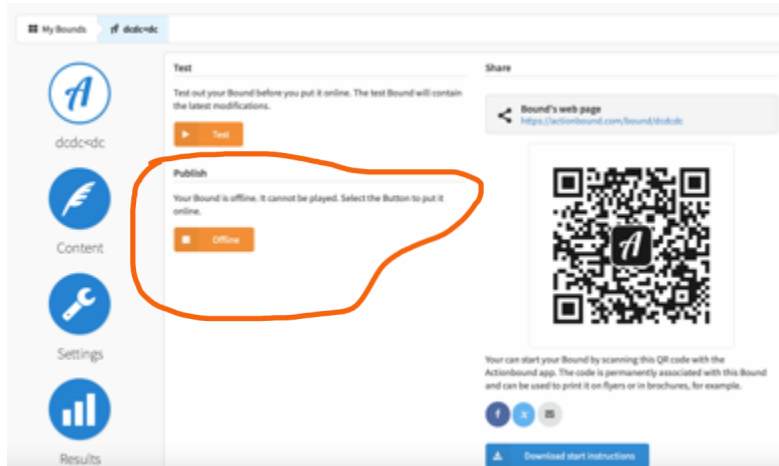
3. Testing and optimising

In our experience, creating a tour is an ongoing process of trial and error, testing, revising and adding. So once you have created a first version of your tour, it is advisable to "play through" it several times and test it for technical and content-related correctness and adjust it if necessary. This can first be done from your computer or tablet via the menu item "Bound test" menu item. Here you will receive a QR code with which you can test the current version of the tour on your mobile phone. By the way, the QR code for your tour always remains the same despite changes and updates.



4. Publishing

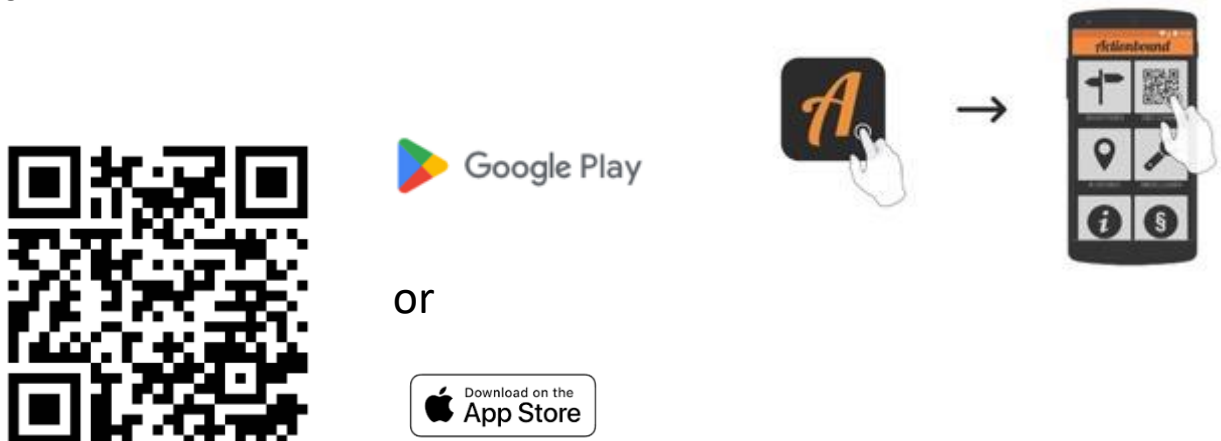
If the tour has been tested and you want to make it available to other people, click on "Put current version online". If you want to make changes afterwards, that is no problem, you can change the tour back to offline ("not publicly accessible") at any time.



To install the App Actionbound on your mobile or tablet

To take a tour, you need to install the Actionbound app on your tablet or smartphone. Proceed as follows:

1. go to the app store (Android: Playstore, Apple: App Store).
2. search for "Actionbound" and install it
3. agree to the terms of use



The app may ask for permissions. Please give the app permissions to access photos, videos and sound recordings.

Annex 5: Checklist for test tour

- ☐ (Sufficiently charged) tablets or mobile phones are available
- ☐ Mobile Data is available, or Actionbound Tour is downloaded prior
- ☐ Powerbank is fully charged and packed
- ☐ Printouts of the tour (tour itinerary and tasks) are printed out for safety reasons
- ☐ Printouts of how to download Actionbound are printed
- ☐ Consent form for taking photos has been printed out several times
- ☐ Pens are packed
- ☐ Form of feedback is agreed, printouts/questions are prepared